



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

COMMUNITY USE OF SCHOOLS

AUDITORIUM REGULATIONS

Please Note: Applications for Auditorium Use require six (6) weeks to process. Only dates, facilities and equipment, etc. indicated on your permit will be provided to you. The following regulations will assist you with the application and use of the reserved facility. Please keep this information for future reference:

1. **User Fees** apply to all users for the use of auditorium and school facilities (see Auditorium User Fee Schedule attached). **PAYMENT IS DUE IMMEDIATELY.** The security deposit is due one week prior to the event.
2. **Facilities Required** - Please indicate on the **Technician Form** the times, facilities, equipment and audio/lighting technicians required. Specify rehearsal, performance and set-up/take-down dates and times, etc. Auditoriums are booked for a 4 hour minimum.
3. **Audio/Lighting Technicians and Equipment** - Two (2) Board employed audio/lighting technicians are required on site during all events for a minimum of 4 hours which includes 1 hour for set-up and 1 hour for take-down (see Auditorium User Fee Schedule). Audio and lighting equipment at school facilities may not be to the "performance" standard required for an event. Permit holders must contact the appropriate audio/lighting technician to discuss their specific requirements. Permit holders using student technicians must contact the school's technical coordinator to discuss requirements and student hours. Rental and associated costs for additional equipment requirements are the Permit Holder's responsibility. Additional equipment must be compatible with existing auditorium equipment. At least one (1) OCDSB technician will be required on site even if you are providing equipment and technicians. Audio/Lighting technicians are not responsible for STAGE set up. An additional date for technical run-through may be beneficial and applicable fees will apply.
4. **NO FOOD OR DRINKS ARE ALLOWED IN THE AUDITORIUM** - Permit holders, participants and attendees violating this guideline will not be allowed future access to OCDSB facilities. An appropriate facility should be booked for refreshments. **No Advertising or Notices** (e.g. selling food) are to be placed in OCDSB facilities.
5. **Hard Soled Shoes (including tap shoes) are not allowed on stage floors.** Permit holders holding events where participants are performing in hard-soled shoes will be required to provide appropriate drop flooring to protect the stage floor from damage. **Masking tape is not allowed on walls, doors or floors.**
6. **Blackout Dates** - Permit holders wishing to set up and leave equipment on the auditorium's stage prior to their rehearsal and performance dates must book the dates to block them from use by other applicants. User fees apply.
7. **Dressing Rooms** - Permit holders must specify the number of dressing room areas required for their event (two will be provided at no charge). **PERMIT HOLDERS MUST HAVE AN ADULT SUPERVISOR IN THE DRESSING ROOMS AT ALL TIMES.** The dressing areas will be assigned by the school Principal or designate and the permit holder must ensure these areas are clearly identified and monitored. Permit holders are not allowed to use hallways or open areas as overflow dressing areas. Participants must be supervised at all times.
8. **Deposit and Cancellation Fee** - A \$500.00 deposit is included in the permit charges. The deposit is refundable upon confirmation from the school that the facilities were maintained and left in the same condition as before the permit holder's use. A Cancellation Fee of \$500.00 will apply to permits cancelled less than 10 days before the event.
9. **Insurance** - The permit holder is responsible for the activities and safety of the participants. *The permit holder agrees to obtain Commercial General Liability coverage in an amount no less than \$2,000,000 per occurrence, including endorsements or other coverage's appropriate to the activities. Such coverage shall not exclude injury to participants.* **OSBIE Insurance** is available through the Board.
10. **Clean Up Hours** - A minimum of 4 hours clean up will be invoiced to all auditorium users. Additional hours will be charged, if required upon receipt of staff timesheets.
11. **Stage Access** - No access will be allowed to the back stage area by anyone other than the performers, supervisors and/or organizers once equipment, etc. for a production is moved into the building. Access to the area by audio/lighting technician(s) or others must be with the approval of the permit holder. Audio/lighting technicians are not responsible for STAGE set up.
12. **Security** - All auditorium and large facility events require licensed security guards at a ratio of 1 guard per 200 participants and/or attendees (1:200) with the total required based on the facility's maximum capacity. Security guards are hired through the Community Use of Schools office at a rate between \$24.00 to \$40.00 per hour plus HST (rate to be confirmed once quote received from vendor) covering the hours of the event as well as a half hour before and after the event with a 4 hour minimum. Where deemed necessary by the Community Use of Schools office, security guards will also be required for rehearsals with large numbers of participants. See additional information on the attachment "Security Guard and Food Expectations". If access to the cafeteria is required along with the auditorium, an extra security guard will be staffed to ensure space capacity is not exceeded.
13. **Custodians** - are the Board's representatives on site and are to be respected as such.